

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

SECTION	CHILD PROTECTION
CONSULTANCY TITLE	Roster of Individual Consultants for Documenting Lessons Learnt in Child Protection programs
TYPE OF ENGAGEMENT	<input checked="" type="checkbox"/> Consultant
PURPOSE OF THE ASSIGNMENT Identifying and documenting lessons learnt of UNICEF Zimbabwe Child Protection programs with a view to inform future programming and potential scaling up.	
BACKGROUND <p>Improving UNICEF Zimbabwe Child Protection strategies to be more context-responsive is key to achieving programmatic results, and necessary for UNICEF Zimbabwe to meet its organizational commitments. Hence, systematic documentation of good practices and lessons learned from different child protection interventions are critical to foster high-quality programme design and implementation in Zimbabwe.</p> <p>Technical knowledge on the existing community practices related to child protection and effective analysis to inform programmes is in need. Contributing towards the development of an evidence-based set of criteria for what constitutes a 'promising practice' in Child Protection programming in Zimbabwe, UNICEF Child Protection is seeking for a roster of expertise to</p> <ul style="list-style-type: none"> • Reflect on good practices and lessons learned from preselected interventions • Reflect on how traditional practices, social norms and community ownership etc. are taken into consideration across the programme cycle • Identify gaps and evidence of the impact on beneficiaries as applicable • Provide an overview of key recommendations to influence effective programming based on the results of the documentation. <p>In Zimbabwe there is limited documentation on Child Protection Programming practices for practitioners to learn from in responsive and preventive child protection work. The NAP for OVC III, according to the consultative process report on the implementation of NAP III and its operational framework the National Case Management System (NCMS) faced challenges in districts without support from development partners against the background of high turnover rates of experienced and committed public sector social services actors for a multi-sectoral service delivery system to achieve results for all children. Zimbabwe's Child Protection Financing reduced significantly with some major donors who were supporting mainly the civil society organisations exiting the Child Protection Fund. Humanitarian Action for Children (HAC) has been one stream that has benefitted child protection in affected geographical areas to respond to emerging challenges such as deepening socio economic situation, recurrent emergencies resulting in increased drug abuse, child labour, violence against children, child marriage, mental health issues and children on the move. Systems strengthening and sustainable programming for other vulnerable groups such as children living and working in the streets, children in residential care, children with disabilities and those with chronic conditions across the national systems has fallen through the cracks.</p> <p>In its strategy document, National Development Strategy 1-2021-2025 (NDS1-2021-2025) the government has pledged to enhance the welfare and safeguarding of vulnerable populations, including children with disabilities, as outlined in the NDS1 (2021-2025). NAP for OVC IV now to be known as the National Strategy for Orphans and Vulnerable Children has been designed to leave no one behind in line with GoZ's vision and national objectives. The National Strategy aims to ensure that children have their basic needs met, their rights fulfilled, and that they are protected from deprivation, lack of access to social services, abuse, neglect, and exploitation. Child Protection sector will be supporting implementing partners proposing prevention and response initiatives that cut across the 5 pillars of the Strategy on achieving meaningful, sustainable community based preventive solutions for the most vulnerable groups of children.</p> <ol style="list-style-type: none"> 1. Pillar 1: Adequate Access to Inclusive Basic Social Services 2. Pillar 2: Child Protection and Safeguarding 3. Pillar 3: Family & Community Capacity Building 4. Pillar 4: Child Labour Elimination 5. Pillar 5: Institutional Strengthening & Capacity Building of creating a society where every child can thrive and reach their full potential. efforts. 	

ASSIGNMENTS:

The assignment requires the consultant to discuss with UNICEF staff on identified thematic projects, and visit selected communities and facilities to engage with beneficiaries and service providers, through interviews and affirmative questioning to hear their stories, document and analysis the effectiveness of specific interventions.

- At the request of the Child Protection Section, document lessons learned from CP interventions from a 'social science perspective' (anthropology, economics, political science, psychology, and sociology) and propose mechanisms and methodologies for learning from experience capitalization where and when necessary.
By capitalization, we mean the process by which implicit knowledge/experience is analyzed, documented, and made explicit so that it can be shared widely, to help UNICEF and its implementing partners to examine and learn from their own practices and, as a result of this learning process, to improve their practices.
- Produce reading notes/reports for all research and studies conducted in the Zimbabwe related to child protection issues with a focus on UNICEF's priority areas (e.g., birth registration, access to justice, children on the move, child labour, GBV, children with disabilities, etc.) and identify "knowledge gaps" related to social norms in the different areas of the Zimbabwe.
- Produce a quarterly child protection newsletter for UNICEF to share the main results achieved by the section, reading notes of relevant research on child protection issues and lessons learned to inform programmatic approach
- Support the preparation of background information materials

The consultant is required to conduct the following activities:

Desk review

Conduct inception meeting(s) with UNICEF on identified interventions and develop inception report on the proposed work and approaches to be used for documentation, including a preliminary work plan with timeline
Conduct desk review of reports, strategies, and other related documents

Field visits:

Conduct fieldwork in the selected districts with programs and partner staff. This will include focus group discussions, semi-structured interviews, observations, questionnaires, and possible visits to beneficiary (children, adolescents, caregivers and parents) and non-beneficiary community (stakeholders at the district and community level) to elicit their views on what is working, what is not working, programmatic gaps and what are the success stories.

Documentation and analysis

A case report should be produced for the intervention selected.

Some questions to be considered for documentation "if applicable":

The consultancy is envisaged to analysis the identified interventions across programming cycle components.

What is the contextual variables for the identified interventions?

- What is the context of identified project interventions and how did it add value to existing services?
- What are the traditional and current practices related to identified issues among the communities? Document attitudes, behaviours and actions aiming to protect children from beliefs, knowledge and ways of doing things deriving from tradition or experience, as so to
 - Identify enabling actors recognized by their community and children as having a protective role (mothers, fathers, aunts/grandmothers/others, landlords, people from the same area, foster parents, traditional leaders), who can make a positive influence on who and how, and how the current interventions have engaged them
 - Identify the type of protection practices associated with these various actors (what they do that is perceived by children, the family and the community as serving to protect children).
 - Assess the scope and limitations of these practices based on the local context and the legal framework governing the field of child protection in Zimbabwe
 - Explore how the practices can be promoted and integrated within the delivery of programmes
- Reflect on analysis of structural and social factors (positive and negative) including barriers and bottleneck analysis as well as enabling factors, and how did the intervention address them

How successful is the project/model?

- To what extent does the intervention improve the overall wellbeing of targeted children (as compared to other care modalities)? To what extent did it provide tailored individualized care (as compared to other care modalities)? What is the package of multi-sectoral services needed and how is it actually delivered?
- What is the theory of change and how it is reflected in the implementation process. What legislative, normative, administrative adjustments would need to be considered to adapt it in the broader context of the child protection system?
- What are the strengths of the current intervention and how can it be improved (in light of its original objectives, and beyond)?
- What are the gaps or evidence for sustainability of the project (link to national agenda, national system strengthening, local community ownership)?
- What transferable lessons can be drawn from the interventions?
- How and to extend are the voices of children and their families captured?

REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF:

A full time, dedicated Consultant is required to work directly with Implementing partners and mandated multi-sectoral collaborating social services actors to support and identify positive models of engagements with programme participants, community structures, influencers. The consultant will make analysis of the effects and impacts of each model to understand and document facilitating factors of the implementing CSO partner and collaborating sectors that contribute to optimal access to service and care that enhance child protection. In the past Child Protection has asked implementing partners to document what works and what has not worked in their own projects and there has been a persistent bias towards each partner justifying that their model is working well and missing on what has not work, other attributes other than the organization's own workforce and funding. Therefore, there has been limited to no learning from such documentation. A consultant is needed due to the nature of the assignment which requires skills, time and an unbiased approach in understanding and analyzing each mode effects and impacts on people targeted people and their communities including the effects and impacts on the public sectors.

The consultant to facilitate the following under this assignment:

Tasks/Milestone:	Deliverables/Outputs:	Timeline and payments schedule
Desk Review of Child Protection issues in Zimbabwe, program documents and relevant materials as required	Newsletters, reading notes/reports produced	The scope of the work and due dates will vary depending on the assignment.
Develop an inception report outlining the proposed methodology for consultations, and documentary and reports for selected model(s) a calendar of events for documentation of lessons learnt for the selected projects	Submit an inception report and proposed workplan indicating areas for lessons learning	
Conduct fieldwork in the selected community with program participants and partner staff to elicit their views on what is working, what is not working, programmatic gaps and what are the success stories.	Preliminary Documentation of model(s), and lessons learned	
Final documentation of what has worked well and why to achieve what results and an appendix report of what did not work despite efforts made	Final documentation report	
Minimum Qualification required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	Knowledge/Expertise/Skills required: <ul style="list-style-type: none">• A set of strong quantitative and qualitative analytical skills and a good understanding of policy and programmatic implementation to operational environment at community level.• Demonstrated ability to work and engage with a range of programme participants especially children, adolescents,	

<p>Enter Disciplines: Advanced university degree in public health, social sciences, or related field.</p> <p>PHD holder with relevant research and published articles that have been sighted in protection and care of children will be an added advantage.</p> <p>Qualifications & Experience</p> <ul style="list-style-type: none"> • At least 8 years of professional experience at national and international levels, including field experience and expertise in documenting community models in care and protection of children and women. • Strong knowledge and experience Multi-sectoral social services delivery systems. • Strong analytical skills • Experience working in Zimbabwe will be an asset • Technical experience in the area of Child Protection and GBV <p>Desirable</p> <p>Experience working in social services and protection related field in Eastern and Southern Africa, is desirable</p> <p>Languages</p> <p>Fluency in English Good proficiency of a local languages is essential</p>	<p>caregivers, support groups, key community influencers in child protection.</p> <ul style="list-style-type: none"> • Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships, including with national-level stakeholders • Excellent English oral and written communication skills • Excellent videos and oral stories documentary <p>Must exhibit the UNICEF Core Values of:</p> <ol style="list-style-type: none"> 1. Care 2. Respect 3. Integrity 4. Trust 5. Accountability 6. Sustainability
<p>Consultant Sourcing:</p> <p><input checked="" type="checkbox"/> National <input type="checkbox"/> International</p> <p><input type="checkbox"/> Both</p>	<p>Consultant Selection Method:</p> <p><input type="checkbox"/> Competitive Selection (Roster)</p> <p><input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)</p>
<p>Payment</p>	<p>Payments will be deliverable based. All deliverables will have to meet expected quality and standards as assessed by the supervisor of the assignment. Should the consultant fail to deliver as per expected quality and standards, UNICEF reserves the right to amend the payouts accordingly, or to delay them until satisfactory submission has been received.</p>
<p>Travel International (if applicable)</p>	<p><input type="checkbox"/> Yes, if international consultant is recruited</p> <p><input checked="" type="checkbox"/> No</p>
<p>Travel Local (please include locations)</p>	<p><input checked="" type="checkbox"/> Yes Travel to selected districts (to be determined)</p> <p><input type="checkbox"/> No</p>
<p>DSA (if applicable)</p>	<p><input checked="" type="checkbox"/> Yes</p>

Approximate number of days: days determined on a needs basis depending on duration of consultancy	<input type="checkbox"/> No
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/> Consultant to arrange own transport <input checked="" type="checkbox"/> (for field trips)	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>
Provide Justification for requesting <ul style="list-style-type: none"> - Travel for the consultant - Access to use of UNICEF ICT equipment Access to UNICEF email and shared	
Guidance on Travel and Access to UNICEF email and Resources for consultants	Individual Contract types (sharepoint.com)
Application requirement	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal

Text to be added to all TORs:

¹ Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Consultants are an important temporary work force that contribute with their knowledge, skills and expertise in their respective fields of work.

The assignment of these contracts requires compliance with policy and guidelines and HR practitioners are best positioned to provide the assistance and advise to manager and hiring offices to ensure the effective and efficient use of this resource.

This page provides information regarding policy and guidelines, forms and documents required for the creation and management of contracts.

Please contact us at nyhq.consultants@unicef.org.

Contracts are delivery-based, i.e., the consultant is required to produce pre-determined, tangible, and measurable outputs/deliverables, aligned to the delivery schedule outlined in the Terms of Reference. Any single contract should not exceed 36 months duration to produce a single or set of deliverables under the same contract, to ensure best value for money based on periodic competitive reviews by the office.

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.